

POLICY TITLE: Absence			NUMBER 602.00
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Policy Statement: It is the policy of the City of Houston to require all employees, regardless of employment status to be at work each scheduled work day. Time away from work reduces productivity, causes the burden of work to fall on other employees, and is to be discouraged except as defined below.

Policy Basis: General Policy statement pursuant to Civil Service Rules and Regulations.

Policy Amplification: It is the intent of this and other more specific absence policies to define and categorize absence as time away from work and to distinguish the management of, and discipline for, absenteeism from the policies on payment or non-payment for such time missed. Policies regarding payment shall be designed to address the issue of income protection and will be further delineated under the heading of "Compensation". For the purpose of this policy, time away from work shall be defined as any loss of productive work time unless requested of or otherwise required by affected management staff; or unless necessitated by City ordinance. The definition does not include regularly scheduled holidays unless the employee's scheduled work time requires working on the holiday. It does, however, include floating holidays. (See policy on floating holidays)

Time away from work is defined in detail in subsequent policies and includes but is not limited to:

- 1) Excused time paid or unpaid away from work such as
  - Vacation
  - Jury duty
  - Funeral leave
  - Disability leave
  - Military leave
  - Personal absence
  - Illness
  - Tardiness
  - City business pre-approved by supervisor.

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- 2) Unexcused and unpaid time away from work such as
- Tardiness
  - Illness, patterned and unsupported by documentation
  - Personal absence
  - Absence without notification
  - Absence as a result of incarceration or other legal detention

Specific subject policies will outline absences which can be considered excused or unexcused based upon such factors as the condition leading to the absence, communication(s) between employee and supervisor, documentation provided, and the employee's performance record.

Excused absences can be paid out of accrued pay available only with prior supervisory approval. Unexcused absence(s) is not paid even if accrual exists.

Policy Compliance: All employees through department/division director shall comply from policy date forward.

Policy Exception: All policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.